

**Warrant Officer PROMOTION CHECKLIST**  
(Reference: NGR 600-101)

**WO1 to CW2:** 2 yrs TIG; WOBC completion

**CW2 to CW3:** 4 yrs TIG if in higher grade; otherwise 5 yrs; common core WOAC

**CW3 to CW4:** 5 yrs TIG if in higher grade; otherwise 6 yrs; WOSC (staff course)

**CW4 to CW5:** 5 yrs TIG; WOSSC (senior staff course)

**\* Must be qualified in position for prm**

**\*WO1-CW4 can be promoted overgrade in unit vacancy**

**\*Can be promoted in old posn w/in 1 year of reorg (Auth 7-7d)**

Name/Rank \_\_\_\_\_

Unit: \_\_\_\_\_ AGR (Yes/No)

\_\_\_\_\_ **Letter of Recommendation (LOR)**

\*\* BN letter must be in the format located on O-branch website

\_\_\_\_\_ **Highest Military Education – SEE NOTES ABOVE FOR REQUIREMENTS OF EACH GRADE**

\*\* copy of 1059 is required and must be current on PQR

\_\_\_\_\_ **DA 7349-R Annual Medical Certificate**

\*\* required if physical is over 1 yr old; must be signed by medic or PA

\_\_\_\_\_ **Personnel Qualification Record (PQR)**

\*\* must be updated w/ the following information before reaching State level

\*\* the following documents are no longer required in the packet as long as the PQR is current; however, if SIDPERS is unable to update, the supporting document must be submitted

**Security Clearance:** w/in 10 yrs or interim w/in 6 months

**Current Physical:** must be w/in 5 years of promotion date

**Current APFT:** must be w/in 1 year of promotion date

**J1-PO (Officer Branch) includes:**

\_\_\_\_\_ **NGB Form 89 w/ endorsements** (for every WO promotion)

- can have WO on board, but must outrank warrant being promoted
- WO1-CW2, MOS is on same FRB for prm

\_\_\_\_\_ **State Promotion Order**

WO1-CW2: MOS order effective same date as prm